



Request for City Council Committee Action from the Department of Human Resources

Date: May 24, 2013

To: Mayor R. T. Rybak and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Manager Parking Management and Traffic Control

538 points/Grade 11 (\$83,155 - \$91,908)

Recommendation:

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - (2) The person occupying the position will be part of the designated department head's management team.
 - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
 - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
 - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Manager Parking Management and Traffic Control; 538 points/Grade 11 The position is FLSA – Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective June 2, 2013, as follows:

Step A	Step B	Step C	Step D
\$83,155	\$87,532	\$90,158	\$91,908

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by: _____

Timothy Giles
Acting Director of Human Resources

Paul Aasen
City Coordinator

Presenter in Committee: Pamela Nelms. CCP, SPHR
Human Resources Senior Consultant

Financial Impact (Check those that apply)

☒ No financial impact (If checked, go directly to Background/Supporting Information).

☐ Action requires an appropriation increase to the ☐ Capital Budget or ☐ Operating Budget.

☐ Action provides increased revenue for appropriation increase.

☐ Action requires use of contingency or reserves.

☐ Business Plan: ☐ Action is within the plan. ☐ Action requires a change to plan.

☐ Other financial impact (Explain):

☐ Request provided to department's finance contact when provided to the Committee Coordinator.

Background/Supporting Information

Dear Mayor Rybak:

In 2010 the Regulatory Services Department established a position to oversee the Parking and Traffic Control function in the City. Now with the reorganization of the Department that has occurred in January of 2013, the department is requesting that the existing classified position be abolished, and a new appointed position be established at the same level to oversee the parking management and traffic control function in the City. The position has been evaluated at 538 total points. The position is FLSA-Exempt.

The duties and responsibilities of the position include but are not limited to:

- Manage parking enforcement, traffic direction and the authorization of towing of vehicles according to statutory and ordinance parameters to obtain parking compliance and traffic safety objectives, melding activities into Regulatory Services Department and City goals.
- Provide overall performance analysis and policy direction for parking enforcement, traffic control, and parking fine revenue in the City.
- Manage staff development, through mentoring, training and performance management.
- Review financial statements, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing program improvement.
- Review alternatives for enforcement efficiency, improved collection and system improvements within statutory parameters in conjunction with the Minnesota Fourth Judicial District.
- Conduct enforcement data analysis to determine effectiveness and disposition outcomes.
- Obtain and analyze court disposition and collection data to evaluate Violation Bureau performance and conformance to guidelines.
- Work with the City Attorney's Office in setting up appropriate guidelines for citation disposition by the Violations Bureau.
- Provide constituent services by responding to queries, requests and complaints from the public, Elected Officials, and other City staff in a timely manner.
- Monitor technical needs with respect to modern computerization methods to ensure security of data, permit easy access to services and remain compatible with current systems.
- Evaluate new equipment to better accomplish goals and improve effectiveness.
- Conduct pilot projects to test alternative processes and procedures.
- Create formal reports back to management and City Council of pilot results for policy considerations.
- Improve codes and ordinances by assisting with code development to ensure adoption of reasonable codes for the citizens, visitors, and businesses.
- Assist with the preparation of annual budgets, personnel requirements and ordinance modifications by preparing documentation and testifying at City Council Committee meetings to ensure adequate resources and authority to provide services.
- Assist in project development in order to create new initiatives to improve productivity and service delivery.
- Serve on the Top Management Team assisting in the development and implementation of the Division's Business Plan.
- Communicate with the Court System, Violations Bureau and other agencies regarding processes and procedures.

Factor	Points	Analysis
Pre-requisite Knowledge	60	The position requires a Bachelor's Degree in Business, Traffic Management or a related field and seven years of increasingly responsible experience including supervision of enforcement activities, legal interpretation in enforcement, traffic flow analysis, and communication responsibilities regarding enforcement procedures and policies.
Decisions and Actions	60	At this level work is varied and complex, usually involving multiple phases of a major function. Matters dealt with are broad in scope with complex and unusual problems being encountered frequently. Performance generally has influence on finances or delivery of services; errors or inadequacies could cause serious inconvenience, embarrassment or expense. The position is expected to make decisions and take action on problems that arise and to develop solutions to problems involving advanced principles and techniques and original thinking. Work is done under supervision in accordance with broadly stated policies or principles, sometimes of advanced nature and with latitude for the exercise of independent judgment. Decisions and actions are subject to prior approval in high cost, complex or unusual cases.
Supervisory Responsibility	35	The position will directly supervise four supervisory positions. It will have managerial authority over all 41 staff in total.
Relationships Responsibility	55	Jobs at this level are supervisory over major areas of responsibility or have special communication responsibility related to the duties of the job, including high level coordination or operational analysis or specialized consultation. At this level the incumbents have to work with a wide variety of contacts, both internal and external of the system to communicate issues, and deal with problems. They must exercise discretion in release of information. They are responsible for coordination of major efforts, and are expected to enlist cooperation and collaboration from various agencies and groups. These jobs may be involved in technical issues of major importance in the areas where they are assigned and have important liaison duties with other staff, divisions and departments, they also are charged with coordination of vendor activities, oversight over consultants. Working relations must be established and maintained, communications take longer and can include considerable detail, negotiation, persuasion, and strong interpersonal skills.
Working Conditions	20	The position will have normal office working conditions.
Effort	50	The position requires considerable mental effort and complex analysis and will be required to develop and manage change initiatives to improve effectiveness and efficiencies. It will also respond to questions and complaints on behalf of the division.

Attached: Classification Report